

# Political Subdivision AOB Reminder

## **DUE: August 7th, 2015, Annual Operating Budget (AOB)**

To identify political subdivisions that must designate public officials required to file a personal financial disclosure (PFD) statement, (§105.483 & 105.485 RSMo), each subdivision is asked to electronically file their 2015 AOB information, including updating contact information if needed. It is the subdivision's responsibility to ensure both are correct.

### **E-File:**

- STEP 1: Go to our website [www.mec.mo.gov](http://www.mec.mo.gov), navigate to the Electronic Filing pane on middle left of home page, enter your MEC Online ID and continue with the log-in process (MEC ID & Password provided in the letter mailed July 16, 2015)
- STEP 2: Update subdivision contact information, if needed (see *Instructions* below)
- STEP 3: Confirm your 2015 AOB (see *Instructions* below)
  - a. If AOB is over \$1 million, you will be required to provide a listing of those public officials who are required to file a PFD, notification of this requirement will be sent to you in November.
  - b. If AOB is \$1 million and under, your public officials, employees and candidates are not required to file a PFD and no further action will be required.

## **Ordinance Information.**

Below is a link to a sample ordinance pertaining to conflicts of interest and personal financial disclosure. This ordinance meets the minimum requirements outlined in Section 105.485.4, RSMo. Section 105.485.4, RSMo allows each political subdivision the option of adopting their own method of disclosing conflicts of interest and personal financial disclosure.

If your subdivision chooses to adopt an ordinance, state statute requires that the ordinance be adopted every other year by September 15th. A certified copy of the ordinance must be filed with the Missouri Ethics Commission within 10 days of adoption.

**[Sample Ordinance Link](#)**